

Job Description: Senior HR Specialist



Medical
Research
Foundation

A 6-month fixed-term contract, reporting to the Director of Finance & HR, delivering on well-defined, discrete tasks requiring expert HR knowledge and experience



The role

You will play a pivotal role in embedding best practice and technical excellence across the HR function.

What you will do

You will:

- Review and update the employment contract template.
- Review and update conditional and unconditional offer letter templates.
- Consider the need to update existing employment contracts, to reflect the updated template, with consultation – and if required, project manage this process.
- Prepare consolidated employment contracts for staff with a history of contract variations.
- Address Employment Rights Act 2025 requirements regarding unions, determining communication requirements for existing staff and new hires, and providing guidance on steps to follow if we are approached by a union.
- Propose and implement a standard approach to the utilisation of reasoning tests in recruitment, reflecting the pros and cons and factoring in equality impact assessments.
- Create an equivalency structure of staff roles, to aid approach to talent retention.
- Standardise and update existing staff job descriptions.
- Manage the procurement and specification of time and task management learning and development.
- Research and propose external leadership training for Executive Leadership Directors.
- Create guidance on repeating DBS checks for existing staff and how to deal with criminal records, disqualifications or sanctions listings.
- Review and update letters, agreement and light touch policies for students on placements and volunteers.

Other duties

- Undertake various projects as required.
- Carry out any other reasonable duties.
- Identify opportunities to continually improve our activities and impact.

Who you will work with

- You will work in the HR Team.
- You will report to the Director of Finance & HR.
- You will work closely with the HR Operations Manager and HR Officer.

About you

Who you are

You are inspired by our vision of a world where medical research improves health for everyone and you are committed to working with our exceptional team to help us achieve it. We are guided by four values that underpin everything that we do, and we will be looking for these in you too:

- **Bold** – we think big and embrace challenge, for the sake of people who need research breakthroughs most.
- **Expert** – we uphold the highest standards in all our work. We think deeply, act thoughtfully and ensure every decision is rooted in evidence and insight.
- **Human** – we always support each other as colleagues; we are approachable, respectful and generous with our time, just as we are for people living with overlooked health conditions.
- **Driven** – we bring energy and commitment to our work, always going the extra mile to get things done.

What you will bring to the role

You will have significant experience of:

- Hands-on, in-house people management including HR related business improvement, writing HR documentation templates and process updates.

You will have extensive knowledge of:

- Employment law, including the Employment Rights Act 2025.
- Current HR best practice.
- Standard employment policies.
- Equity, diversity and inclusion issues.

You will be able to:

- Communicate clearly with colleagues, demonstrating the ability to persuade and build rapport.
- Work confidently in a team and be self-motivated to work alone.
- Convey complex concepts clearly and support others to strengthen their understanding of HR.
- Produce clear written communications
- Handle sensitive matters with the utmost confidentiality and diplomacy.
- Contribute though debate, discussion and idea generation.
- Bring a sense of ownership to the tasks assigned to you.
- Multi-task and prioritise your work.
- Work methodically to deliver work on time and to a high standard
- Work with the Microsoft 365 package (specifically excellent M/S Word, and good M/S Excel, M/S Teams, M/S SharePoint).
- Confidently work with secure filing systems.

You will have:

- CIPD Level 5 Associate Diploma
- Experience of a senior HR role

You might also have:

- CIPD Level 7 Advanced Diploma
- Charity HR experience



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